

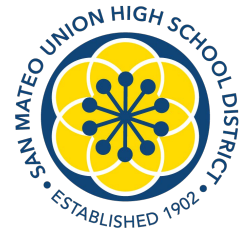
# San Mateo Union High School District

Randall Booker, Superintendent

Kirk Black, Ed.D., Deputy Supt. Human Resources & Student Services

Yancy Hawkins, CPA, Associate Superintendent Chief Business Officer

Julia Kempkey, Ed.D., Assistant Superintendent of Curriculum and Instruction



## REFERENCE CHECK SHEET - ADMINISTRATIVE

CANDIDATE'S NAME: \_\_\_\_\_

The employer is responsible for contacting former employers and other persons or agencies for references and other pertinent information to make a prudent hiring decision.

The reference checks seek to verify all information provided by the applicant is accurate and complete; to determine if the employee has the requisite skills, ability and experience to succeed in the position; to identify any possible weaknesses or problems that may arise in the person's performance; and to confirm any required credentials.

Document all calls made to include those you could not reach and those that provided employment history only. This information is necessary to confirm that a thorough reference check process was attempted.

**RETURN FORMS TO HUMAN RESOURCES *along with completed references. Thank you.***

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**Helpful General Directions and Information:**

- |  |  |
|--|--|
| 1. Remember to call former supervisors listed.                                   | 4. Assure your contact all information will be held in strictest confidence. |
| 2. Identify yourself and state purpose of call.                                  | 5. A closing summary statement may elicit further response                   |
| 3. Briefly outline duties of the position that the candidate will be performing. | 6. Thank the contact.  |
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**THE CONTACT**      CONTACT'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 NAME OF BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONFIRMATION OF EMPLOYMENT:      POSITION: \_\_\_\_\_  
 DATES OF EMPLOYMENT:      FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 REFERENCE QUESTIONS: *(responses to be legibly printed)*

What is your work relationship to the candidate?  
 Current or former immediate supervisor  
 Supervisor line-of-authority *(how far removed)*  
 Colleague  
 Other *(Personal / Friend / Relative - please specify)* \_\_\_\_\_

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1. What is his/her employment history with you? Does he/she have an administrative position in your district next year?      Yes      No  
 COMMENTS:

*continued - over, please*

**REFERENCE CHECK SHEET - ADMINISTRATIVE**

(Continued)

2. How would you rate his/her administrative abilities and knowledge pertaining to the following areas?
- |                                    |      |      |           |
|------------------------------------|------|------|-----------|
| a. Student Activities / Athletics  | Fair | Good | Excellent |
| b. Student Attendance / Discipline | Fair | Good | Excellent |
| c. Student Services / Special Ed   | Fair | Good | Excellent |
| d. Event & Student Supervision     | Fair | Good | Excellent |
| e. Curriculum / Instruction        | Fair | Good | Excellent |
| f. Staff Evaluation                | Fair | Good | Excellent |
| g. Operations / Facilities         | Fair | Good | Excellent |
| h. Emergency Preparedness          | Fair | Good | Excellent |
3. Does he/she relate well to students? Yes No  
parents? Yes No  
community? Yes No
- COMMENTS:
4. Does he/she meet obligations in terms of deadlines, attendance, record keeping? Yes No  
COMMENTS:
5. Is this a person of integrity? Yes No  
COMMENTS:
6. Would you hire/rehire this person? Yes No  
COMMENTS:
7. Does he/she have the ability to handle multiple tasks simultaneously? Yes No  
Specific Example:
8. Does he/she stay current on educational issues? Yes No  
Specific Example:
9. Does he/she have good follow through skills? Yes No  
Specific Example:
10. Anything else to add?

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*If you would like to sign this form digitally, please download it as a PDF and sign it with Adobe Reader.